

CHECKLIST

The following is a checklist to ensure that you have all of the forms completed, help you prepare for court and assure you that the process is complete:

- _____ Civil Case Filing Statement
Date filed _____
- _____ Completed Verified Petition for Name Change of Minor Child
Date filed _____
Date sent a copy to other parent _____
Was this a minimum of 10 days before the hearing? _____
- _____ Notice of Hearing by Publication
Date filed _____
Date of hearing _____
Dates published (4x) _____
Date sent a file-stamped copy to other parent _____
Was this a minimum of 10 days before the hearing? _____
- _____ Affidavit of Service – for service of copy of Verified Petition and file-stamped copy of Notice of Hearing to other parent
Date filed _____
- _____ Green card evidencing receipt of certified mail delivery
Date received _____
Date filed _____
- _____ Consent form completed by the other parent
Date filed _____

_____ Affidavit of Publication from _____ (newspaper)

Date received _____

Date filed _____

(you may have to call clerk or newspaper if you did not receive it)

_____ Take a copy of the minor child's birth certificate to court with you

_____ Order for Name Change of a Minor Child

Complete 2 copies to take to court with you _____

Date signed _____

Date filed _____

Get a minimum of 3 certified copies from clerk of court _____

FORMS TO PREPARE AFTER THE HEARING

_____ Notice of Entry

Date filed _____

_____ Affidavit of Service – for service of Order for Name Change of a Minor Child and Notice of Entry to the other parent

Date served certified copy of Order, copy of Notice of Entry to other parent _____

Date filed _____